

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 27, 1987

ALL-COUNTY LETTER NO. 87-78

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TIMELY REPORTING OF STATISTICAL REPORTS FOR FOOD STAMP  
AND AID TO FAMILIES WITH DEPENDENT CHILDREN RELATED  
REPORTS

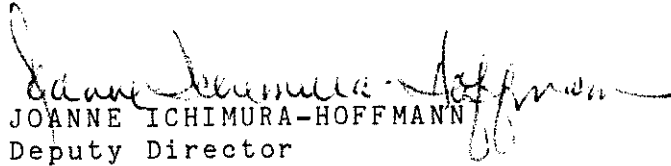
REFERENCE: ACL 86-89

This All-County Letter is to remind you of the importance of accurate and timely reporting of statistical reports for Food Stamp and Aid to Families with Dependent Children related reports.

The Federal Department of Health and Human Services (DHHS) and the Food and Nutrition Service (FNS) have advised the Department of Social Services (DSS) that the timeliness, accuracy and quality of all program reports are and will continue to be of the highest priority. In addition, any lack of timeliness or accuracy can jeopardize program funding. Failure to submit accurate and complete reports by required due dates may result in DHHS or FNS disallowing a portion of the federal share of administrative funds. This action would seriously impair the State's ability to both prepare and pay County advances.

This is to inform you that due dates outlined in Division 26 of the Statistical Reporting Manual (Handbook) must be met. If your county cannot meet the stated due dates with completed data reports, then the county should submit what data is available and advise DSS when completed data will be available. Effective immediately, if a county is late in reporting, without notification, zeros (0) will be used for the missing data and may be reflected on reports that feed into the cost payment system. When a county is continually late in reporting, DSS staff will be contacting the county to assist in problem identification and to effect a corrective action plan.

If you have any questions, please contact Bob Neubacher or  
Levy St. Mary at (916) 920-7376.

A handwritten signature in dark ink, appearing to read "Joanne Ichimura-Hoffmann", is written over the typed name.

JOANNE ICHIMURA-HOFFMANN  
Deputy Director  
Management Systems and  
Evaluation Division

cc: CWDA